

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and management positions of law enforcement, the primary duties of which include the management and supervision of a major division or service of the police department. Employees of this class perform administrative duties in order to provide for the efficient operation of the assigned service or division. Police Captains oversee the preparation and maintenance of records, perform public relations duties, and supervise the care and maintenance of assigned equipment and vehicles, in addition to both performing and supervising law enforcement duties. Employees of this class work with a high degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Major. This class ranks directly below that of Police Major.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees and manages the operations of assigned police department law enforcement services or divisions, which may include patrol, traffic control and accident investigation, special operations, criminal investigation, or juvenile operations. Oversees and manages assigned administrative or support functions of the department, which may include communications, jail, records, vehicle maintenance, data systems, training, community relations, public relations, or finance. Organizes assigned services, including making decisions on officer deployment. Personally performs related law enforcement duties to assist and train subordinates when necessary. Personally performs administrative duties to assist and train subordinates when necessary.

Evaluates the effectiveness of assigned services and recommends management policies, goals, and objectives for assigned department functions. Responds to complaints and conducts inquiries concerning police services or allegations of employee

misconduct. Investigates complaints against department personnel and makes a recommendation for response or disciplinary action. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Works with boards and agencies by attending meetings, providing records, and offering other assistance as may be required. Meets with governmental or civic groups to give reports, offer advice, or to make recommendations. Keeps informed on local trends which may affect the police service. Reports any crime or traffic problem or anticipated crime or traffic problem, and makes recommendations for appropriate course of action. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Reviews incoming communications and either personally takes appropriate action or assigns it to a staff member. Insures that accurate records of an assigned division are maintained by periodically inspecting systems and facilities for keeping records. Supervises the preparation of records, reviewing those completed by subordinates. Prepares records required to document the activity of assigned divisions. Compiles and analyzes data needed for reports.

Supervises subordinate police department employees. Issues verbal and written orders, directives, and information to personnel within command. Holds meetings to receive reports and disseminate information. Conducts inspections of the appearance of assigned personnel and equipment. Assigns duty areas and work schedules of subordinates and approves leave. Approves hours worked and compensation due subordinates. Effects transfer and assignment of personnel within command as needed. Evaluates and documents work performance of subordinates. Reviews reports written by subordinates and provides assistance in technical areas of work. Issues verbal and written directives to subordinates on procedures to be followed and reviews the recommendations of subordinate supervisory personnel for procedures. Enforces department rules, regulations, policies, and procedures. Provides for the proper discipline of assigned personnel by reporting any problems or anticipated problems, and taking appropriate action.

Supervises the general care, maintenance, and use of assigned department equipment, vehicles, and property. Checks equipment on a regular basis to insure that it is in correct operating condition. Distributes supplies and equipment to personnel as

required. Provides for maintaining the department's inventory of supplies and equipment. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget.

Recommends and requests remedial, advanced, and specialized training for subordinates, as needed. Assists in developing a training program for the department, and provides on-the-job training for department members. Conducts training of subordinates by directing subordinate supervisory personnel to give briefings during Roll Call and by personally giving lectures or demonstrations during formal training. Attends formal training classes conducted or sponsored by the department. Reads and studies assigned materials. Prepares for standard performance of work and advancement, including management duties.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

By admission to examination must be a regular and permanent employee for at least two (2) years in the class of Police Lieutenant.

Must have earned no fewer than fifteen (15) credit hours from a state accredited college or university with at least a 2.0 grade point average (GPA). Six (6) hours of course work must have been directly related to criminal justice or law enforcement. Course work in criminal justice or law enforcement is waived if applicant possesses, at a minimum, an associate's degree in any

discipline with at least a 2.0 GPA.

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